



STATE OF LOUISIANA
SECRETARY OF STATE
DIVISION OF ARCHIVES, RECORDS MANAGEMENT AND HISTORY

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**
SS ARC 930 (R 10/00)

W. FOX McKEITHEN
SECRETARY OF STATE

TO: SECRETARY OF STATE
DIVISION OF ARCHIVES,
RECORDS MANAGEMENT AND HISTORY
P.O. BOX 94125, Capitol Station
Baton Rouge, Louisiana 70804-9125

FOR ARCHIVES USE ONLY

Your Disposal Authority Request has been:

☐ Approved Received: _____

☐ Rejected Returned: _____

Reason: _____

☐ YES ☐ NO Archives _____

☐ YES ☐ NO Rec Mgt _____

Method: ☐ DUMP ☐ SHRED ☐ RECYCLE ☐ BURN

Volume: _____ ☐ Cubic ☐ Linear Feet

FROM:

1. STATE OR LOCAL AGENCY

2. ADDRESS

3. NAME OF PERSON WITH WHOM TO CONFER

4. TELEPHONE NUMBER WITH AREA CODE

5. Certificate of Agency Representative:

I hereby certify that I am authorized to act for the head of this agency in matters pertaining to the disposal of records and that the records described in this List or Schedule are proposed for disposal for the reason indicated:

A. ☐ The records have ceased to have sufficient value to warrant further retention.

B. ☐ The records will cease to have sufficient value to retain them after the date or event indicated.

DATE SIGNED

SIGNATURE OF REPRESENTATIVE

TITLE

6. Inclusive Dates	7. Description of Records (List Records Series Title if Records Appear on Agency Retention Schedule)